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T4.2_4-2 Requirements of an adviser

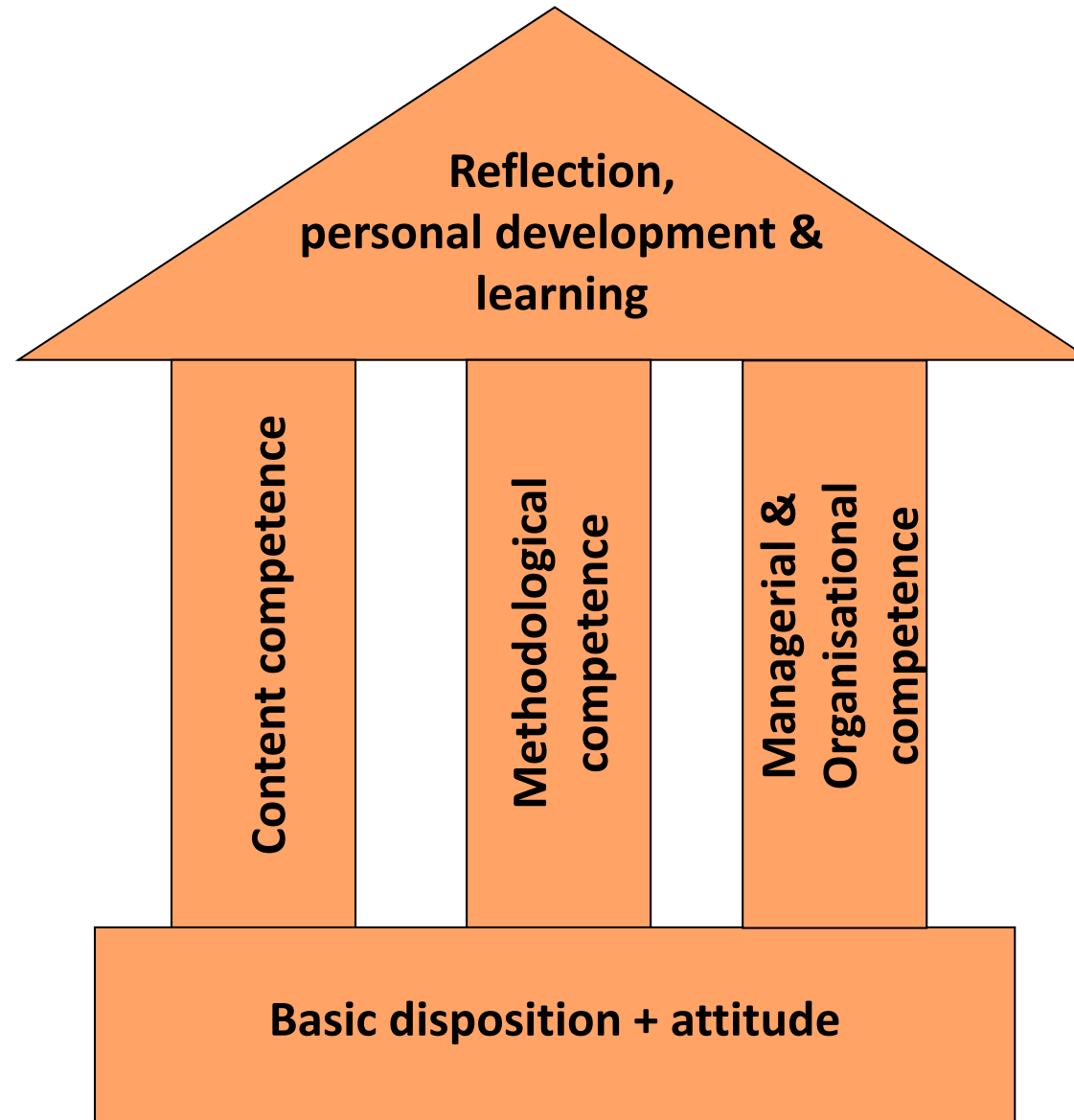
Requirements/skills of a good adviser

**Communication
and Extension**



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A good adviser has



Communication
and Extension



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Foundation

- Understanding of „extension“ / advisory work
- „mature personality“
- „specific“ attitudes



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1. pillar: content competence

Requirement:

„credible and reliable in the subject matter“

S/he must

- **Know the subject, be able to link up the specific concern into the whole context**
- **Recognise problems**
- **Know what are the right and appropriate solutions**
- **Know the advantages and disadvantages as well as possible risks related to the various alternatives**
- **Know how to apply a solution**



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2. pillar: method competence

Communication

Appropriate communication forms for

- Information generation and processing
- Presentation and transfer of information
- Advisory talks
- Group events
- Large group events

Selection and use of appropriate media and aids for communicating with clients, colleagues and superiors

Structured systematic, stepwise procedures



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3. pillar: organisational competence

Prerequisites:

- To be free from own and external interests
- No hierarchic position to the client

Requirements:

- Planning of advisory work and activities
- Optimising self-organisation
(personal work plan, filing system / office management, records and notes of clients.)



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roof: Reflection + personal development

Reflection.....

.... alone

.... with client/s

.... with colleagues

Supervision

Training

.... in the subject matter

.... in the methodological field